

Personnel Action Definitions

Reference: Processing Personnel Actions Chapter 35

APPOINTMENT – Any personnel action that brings an individual onto the rolls (staff) of an agency.

CONVERSION – The changing of an employee from one appointment to another appointment (under either the same or a different authority) the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B).

PROMOTION – A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

REASSIGNMENT – The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

CHANGE TO LOWER GRADE (also called “Demotion” and “Reduction in Grade”) – Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

LEAVE WITHOUT PAY (LWOP) – A temporary nonpay status and nonduty status (or absence from a prescheduled tour of duty) granted at the employee’s request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

RETURN TO DUTY- Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

DETAIL – A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail (5 U.S.C. chapter 33, subchapter III).

NAME CHANGE – Change resulting from marriage or court action, such as a divorce or legal name change (Processing Personnel Actions Chapter 20, para 2 (a)). *Name* – A word or words by which an entity is designated and distinguished from others (The American Heritage Dictionary Second College Edition).

RESIGNATION – A separation action initiated by the employee to leave Federal civil service.

SEPARATION-US (uniformed services) (formerly called Separation-MIL) – is a separation action initiated by an agency when the employee enters on duty with the uniformed services and provides written notice of intent not to return to a position of employment with the agency or elects to be separated in lieu of placement in a leave without pay status.